

JOB OPPORTUNITY

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| Job Opportunity Bulletin: | #06-033 |
| Final Filing Date: | 09/12/06 or Until Filled |

| Position: | Salary: | Location: |
|--------------------------|-----------------------------|---|
| Staff Services Manager I | \$4,746 - \$5,726 per month | Office of Statewide Health Planning and Development Division of Administration Business and Contract Services 1600 9 th Street, Room 400 Sacramento, CA. 95814 |

Do you want to work in an organization that is a 2006 Sacramento Workplace Excellence Leader award winner? Join us at OSHPD! The OSHPD's Administration Division is looking for an energetic, performance driven manager to join our Business and Contract Services (BCS) team. You can help us touch the lives of over 36 million Californians by helping us achieve our mission of promoting equitable healthcare accessibility for California.

Exciting duties include:

- Manage nine staff responsible for the areas of business services, contract management, physical security, mailroom support services and other services.
- Oversee and manage the business services support operations, including procurement, telecommunications, facilities management, forms and records management, building security, space planning, moving, inventory management and the mailroom.
- Oversee and manage the contracting process through the review and approval stages.

Desirable Skills, Knowledge and Abilities:

- Ability to use sound judgment and discretion in oral and written communications.
- Extensive knowledge in state business service operations.
- Ability to maintain a high degree of initiative, integrity and independence in skillfully managing business operations.
- Ability to create a positive and fun team setting and finding positive solutions within the parameters of our control agencies.
- Skill to bring fun into the workplace.

Who May Apply:

Applications will be accepted from individuals currently in the above classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be contacted for consideration. Appointment is subject to budget restrictions and SROA policies.

How To Apply:

Submit a State Examination and/or Employment Application, STD. 678; a copy of your Notice of Examination Results, if applicable; and a letter stating how you meet the above desirable skills, knowledge and abilities to:

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

OSHPD – Administration Division
Attention: Reuben Jimenez (JOB #06-033)
1600 9th Street, Room 450
Sacramento, CA. 95814

For more information contact Reuben Jimenez, Deputy Director, Administration Division, at (916) 654-1848.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

